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Parish Clerk of Court
Legislative Auditor

HOUSING AUTHORITY OF LOGANSPOUT, LOUISIANA

**REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA
(UNAUDITED)**

TWELVE MONTHS ENDED JUNE 30, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1-16-02

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION

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MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

MIKE ESTES, CPA

Board of Commissioners
Housing Authority of Logansport
Logansport, Louisiana

We have compiled the accompanying annual sworn general purpose unaudited financial statements of the Housing Authority of Logansport, Louisiana for the year ended June 30, 2001, in accordance with Statements on Standards for Accounting and Review Services.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

We have also performed agreed-upon procedures to test representations included in the Louisiana Attestation Questionnaire for the year ended June 30, 2001, all included therein.

Mike Estes, P.C.
Fort Worth, Texas
December 13, 2001

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
COMBINED BALANCE SHEET - ENTERPRISE FUNDS

YEAR ENDED JUNE 30, 2001

ASSETS

Current assets

Cash and cash equivalents	\$ 33,352
Accounts receivable (net of allowance for doubtful accounts of zero)	47
Prepaid items and other assets	3,502
	<hr/>
Total Current Assets	36,901

Restricted Assets

Tenant deposits	1,750
	<hr/>

Fixed Assets

Land, buildings, and equipment (net)	290,917
	<hr/>

TOTAL ASSETS	<u>329,568</u>
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LIABILITIES AND FUND EQUITY

Current Liabilities

Accounts payable	1,589
Accrued PILOT	8,202
	<hr/>
Total Current Liabilities	9,791

Current Liabilities Payable from Current Restricted Assets

Deposits due others	1,750
	<hr/>

Total Liabilities	<u>11,541</u>
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Fund Equity

Contributed capital	258,433
Retained earnings:	
Unreserved	59,594
	<hr/>

Total Fund Equity	<u>318,027</u>
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TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 329,568</u>
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HOUSING AUTHORITY OF THE CITY OF LOGANSPOOT
COMBINED STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND EQUITY - ENTERPRISE FUNDS

YEAR ENDED JUNE 30, 2001

OPERATING REVENUES	\$ 29,884
Dwelling rental	146
Other	<u> </u>
Total revenues	<u>30,030</u>
OPERATING EXPENSES	38,939
Administration	7,694
Utilities	21,556
Ordinary maintenance & operations	9,834
General expenses	33,695
Depreciation	<u> </u>
Total operating expenses	<u>111,718</u>
Income (loss) from Operations	<u>(81,688)</u>
Non operating revenues (expenses)	280
Interest earnings	71,377
Federal grants	<u> </u>
Total Non-operating revenues (expenses)	<u>71,657</u>
NET INCOME (LOSS)	(10,031)
Depreciation on fixed assets acquired by contribution	<u>33,695</u>
Increase in retained earnings	<u>23,664</u>
	(CONTINUED)

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
COMBINED STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND EQUITY - ENTERPRISE FUNDS

YEAR ENDED JUNE 30, 2001

RETAINED EARNINGS AT BEGINNING OF YEAR	<u>35,930</u>
RETAINED EARNINGS AT END OF YEAR	<u>59,594</u>
CONTRIBUTED CAPITAL AT BEGINNING OF YEAR	292,128
Depreciation transferred from retained earnings	<u>(33,695)</u>
CONTRIBUTED CAPITAL AT END OF YEAR	<u>258,433</u>
FUND EQUITY, END OF YEAR	\$ <u>318,027</u>

(CONCLUDED)

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
COMBINED STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS

YEAR ENDED JUNE 30, 2001

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income (loss)	\$ (81,688)
Adjustments to reconcile net income (loss) to	
Net cash provided by operating activities	
Depreciation	33,695
Changes in operating current assets and liabilities:	
Decrease in accounts receivables	276
Increase in prepaid items and other assets	(656)
Increase in accounts payables	1,159
Increase in deposits due others	75
Increase in accrued PILOT	2,219
NET CASH PROVIDED(USED) BY OPERATING ACTIVITIES	<u>(44,920)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Federal grants	<u>71,377</u>
NET CASH PROVIDED(USED) BY NONCAPITAL FINANCING ACTIVITIES	<u>71,377</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase fixed assets	<u>(34,472)</u>
NET CASH PROVIDED(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(34,472)</u>

(CONTINUED)

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
COMBINED STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS

YEAR ENDED JUNE 30, 2001

CASH FLOWS FROM INVESTING ACTIVITIES:	
Increase in restricted assets	(75)
Interest earnings	<u>280</u>
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>205</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(7,810)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>41,162</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ <u>33,352</u>

(CONCLUDED)

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

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HOUSING AUTHORITY OF THE CITY OF LOGANSFORT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying general-purpose financial statements of the Housing Authority of the City of Logansport have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

A. BASIS OF PRESENTATION Housing Authorities are chartered as a public corporation under the laws (LSA-R.S. 40:391) of the state of Louisiana for the purpose of providing safe and sanitary dwelling accommodations. This creation was contingent upon the local governing body of the city declaring a need for the Housing Authority to function in such city. The Housing Authority is governed by a five-member board of Commissioners. The members, appointed by the Honorable Mayor of the city of Logansport, serve staggered multi-year terms.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-rent housing programs in the United States. Accordingly, HUD has entered into an annual contributions contract with the Housing Authority for the purpose of assisting the Housing Authority in financing the acquisition, construction and leasing of housing units and to make annual contributions (subsidies) to the Housing Authority for the purpose of maintaining this low-rent character.

The Housing Authority had 26 units in Low Rent management in one project.

Program	Contract Number	Number Of Units
PHA owned housing	FW-606	26

B. REPORTING ENTITY GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a *primary government*, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

The Housing Authority is a related organization of the City of Logansport since the City of Logansport appoints a voting majority of the Housing Authority's governing board. The City of Logansport is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Logansport. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Logansport.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the Housing Authority to impose its will on that organization's body, and;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Housing Authority.
2. Organizations for which the Housing Authority does not appoint a voting majority but are fiscally dependent on the Housing authority.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

C. FUNDS The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

All funds of the Housing Authority are classified as proprietary. Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which together with the maintenance of equity, is an important financial indicator.

Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus for all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The Housing Authority has elected, pursuant to GASB Statement No. 20, to apply all GASB pronouncements and only FASB pronouncements issued before November 30, 1989.

D. BUDGETS

General Budget Policies The following summarizes the budget activities of the Housing Authority during the year ended June 30, 2001:

HOUSING AUTHORITY OF THE CITY OF LOGANSPORT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

The Housing Authority adopted budgets for all HUD-funded programs. The budget is controlled by fund at the function level. All appropriations lapse at year end. Budgets are prepared on the modified accrual basis of accounting.

The Executive Director is authorized to transfer amounts between line items within any fund, with the exception of salaries, provided such does not change the total of any function.

E. CASH AND CASH EQUIVALENTS Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Housing Authority may invest in United States bonds, treasure notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are state at the lower of market or cost.

F. INVESTMENTS Investments are limited by R.S. 33:2955 and the Housing Authority's investment policy. If the original maturities of investments exceed 90 days they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider markets rates, are reported using a cost-based measure.

The Housing Authority reported at amortized cost money market investments participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

H. INVENTORY AND PREPAID ITEMS All inventory items are valued at cost using first-in, first-out method. Inventory is recorded using the purchase method. At year-end the amount of inventory is recorded for external financial reporting.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid expenses consist of prepaid insurance.

I. FIXED ASSETS Fixed assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Interest costs during construction have not been capitalized. Straight-line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	33 years
Building improvements	15 years
Furniture and fixtures	5 to 7 years
Computers	3 years

J. COMPENSATED ABSENCES The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

K. FUND EQUITY Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

L. DEFERRED REVENUES The Housing Authority reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

M. USE OF ESTIMATES The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts off revenues and expenses during the reporting period. Actual results could differ from those estimates.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2001

NOTE 2 - CASH, CASH EQUIVALENTS, AND INVESTMENTS At June 30, 2001 the Housing Authority has Cash equivalents, and investments totaling \$35,102 as follows:

Cash on hand	\$	25
Demand deposits		25,077
Time deposits		10,000
Total	\$	<u>35,102</u>
Cash and cash equivalents	\$	33,352
Cash and cash equivalents – restricted		1,750
Total	\$	<u>35,102</u>

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2001, the Housing Authority's carrying amount of deposits was \$35,077 and the bank balance was \$37,262. Of the bank balance, \$37,262 was covered by federal depository insurance (GASB Category 1).

Investments during the year were solely in time deposits at banks.

NOTE 3 – RECEIVABLES the receivables of \$47 at June 30, 2001, are as follows:

<u>Class of Receivables</u>		
Local sources		
Tenants	\$	44
Other		3
Total	\$	<u>47</u>

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2001

NOTE 4 – FIXED ASSETS The changes in general fixed assets are as follows:

	Balance 06/30/00	Additions	Deletions	Balance 06/30/01
Land and buildings	\$ 684,325	\$ 24,537	\$ 0	\$ 708,862
Furniture and equipment	46,106	9,756	0	55,862
Total	<u>730,431</u>	<u>34,293</u>	<u>0</u>	<u>764,724</u>
Less: accumulated depreciation				
Buildings	407,966	27,778	0	435,744
Furniture and equipment	32,146	5,917	0	38,063
Total	<u>440,112</u>	<u>33,695</u>	<u>0</u>	<u>473,807</u>
Fixed assets, net	<u>\$ 290,319</u>	<u>\$ 598</u>	<u>\$ 0</u>	<u>\$ 290,917</u>

NOTE 5 – ACCOUNTS PAYABLES The payables of \$1,589 at June 30, 2001, are as follows:

Trade payables	\$ 1,042
Payroll withholdings	547
	<u>\$ 1,589</u>

NOTE 6 – COMMITMENTS AND CONTINGENCIES The Housing Authority participates in a number of federally assisted grant programs. Although the grant programs have been audited in accordance with the Single Audit Act Amendments of 1996. These programs are still subject to compliance audits. Housing Authority management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

SUPPLEMENTARY INFORMATION

HOUSING OF THE CITY OF LOGANSPOUT
STATEMENT AND CERTIFICATION OF ACTUAL MODERNIZATION COST
ANNUAL CONTRIBUTION CONTRACT

YEAR ENDED JUNE 30, 2001

1. The Actual Modernization Costs are as follows:

	<u>Project 1998</u>
Funds approved	\$ 143,464.00
Funds expended	<u>143,464.00</u>
Excess of funds approved	<u>\$ 0</u>
 Funds advanced	 \$ 143,464.00
Funds expended	<u>143,464.00</u>
Excess of funds advanced	<u>\$ 0</u>

2. The distribution of costs by project as shown on the Final Statement of Modernization Cost dated January 3, 2000 accompanying the Actual Modernization Costs Certificate submitted to HUD for approval is in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF LOGANSPOUT
STATEMENT OF MODERNIZATION COSTS – UNCOMPLETED

YEAR ENDED JUNE 30, 2001

CASH BASIS

	<u>2000 Capital Funding</u>
Funds approved	\$ 50,680.00
Funds expended	<u>44,988.08</u>
Excess of funds approved	<u>\$ 5,691.92</u>
 Funds advanced	 \$ 44,988.08
Funds expended	<u>44,988.08</u>
Excess of funds advanced	<u>\$ 0</u>

The Notes to the Financial Statements are an integral part of these statements.

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MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Report on Agreed-upon Procedures
Regarding Louisiana Attestation Questionnaire

Board of Commissioners
Housing Authority of
Logansport, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Housing Authority of Logansport, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Authority's compliance with certain laws and regulations during the year ended June 30, 2001 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. There were no expenditures made during the year for material and supplies exceeding \$5,000, or modernization exceeding \$5,000.

Code of Ethics for Public Officials and Public Employees

2. We obtained from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.
Management provided us with the required list including the noted information.
3. We obtained from management a listing of all employees paid during the period under examination.
Management provided us with the required list.

4. We determined that none of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

Budgeting

5. We obtained a copy of the legally adopted budget and all amendments.
Management provided us with a copy of the original budget. There were no amendments to the budget during the year.
6. We traced the budget adoption and amendments to the minute book. The budget for the 2001 fiscal year ended June 30, 2001 was adopted May 12, 2001 by unanimous consensus.
7. We compared the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. We randomly selected thirty four disbursements made during the period under examination and:
 - A) Traced payments to supporting documentation as to proper amount and payee; We examined supporting documentation for each of the thirty four selected disbursements and found that payment was for the proper amount and made to the correct payee.
 - B) Determined if payments were properly coded to the correct fund and general ledger account; and all ten of the payments were properly coded to the correct fund and general ledger account.
 - C) Determined whether payments received approval from proper authorities; Inspected documentation supporting each of the ten selected disbursements indicated approvals from the Executive Director and the Chairman of the Board of Commissioners.

Meetings

9. Examined evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 43:1 through 43:12 (the open meetings law).
Notices of meetings were posted.

Debt

10. We examined bank deposits for the period under examination to determine whether any such deposits appear to be proceeds of bank loans, bonds or like indebtedness.
We inspected copies of bank deposit slips for the period under examination on a random basis and noted no deposits which appeared to be proceeds of bank loans, bonds or like indebtedness.

Advances and Bonues

11. We examined payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.

We noted no payments to employees which may constitute bonuses, advances or gifts, in violation of LSA-RS 14:138.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for use of management of the Housing Authority and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Mike Estes, P. C.
Fort Worth, Texas
December 13, 2001

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

December 13, 2001 (Date Transmitted)

Mike Estes, P.C.

4200 Airport Freeway# 100

Ft Worth, Tx 76117

(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [☒] No [☐]

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [☒] No [☐]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [☒] No [☐]

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [☒] No [☐]

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No [☐]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [☒] No [☐]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes [☒] No [☐]

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [☒] No [☐]

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [☒] No [☐]

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [☒] No [☐]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

<u>Wayne Satis</u>	Executive	<u>12.27.01</u>	Date
	Director		
	Treasurer		Date
	President		Date